

**Bill Section** (continued)

**48. BAN2 - Billing Account Number 2**

Identifies the billing account to which the recurring and non-recurring charges for this request will be billed.

Note 1: The precise format will be defined by each provider in accordance with their individual billing procedures and provided to the customers.

Note 2: The BAN entry appearing on this form must be for the provider identified in the SC field.

**VALID ENTRIES:**

Valid Billing Account Number

N = New Billing Account Number Requested

E = Existing

Note 1: If the customer wishes to have a new billing account number for this order, enter "N" in this field. The new billing account number will appear on the bill and the Confirmation Notice.

Note 2: If an existing service BAN is invalid, the provider will determine the appropriate BAN and return it on the Confirmation Notice.

Note 3: Use of valid entry of "E" is based on provider/customer negotiations.

**USAGE:** This field is conditional.

Note 1: Required when the BI2 field is populated, otherwise prohibited..

**DATA CHARACTERISTICS:** 13 alpha/numeric characters

**EXAMPLE:**

2	0	1		9	8	1	-	3	5	8	7	
---	---	---	--	---	---	---	---	---	---	---	---	--

**Bill Section** (continued)

**49. ACNA - Access Customer Name Abbreviation**

Identifies the COMMON LANGUAGE code of the customer to which the bill is to be rendered.

Note 1: For an occasional customer who has not and probably will not obtain an ACNA, enter "ZZZ" in this field.

USAGE: This field is required.

DATA CHARACTERISTICS: 3 alpha characters

EXAMPLE: 

Z	Z	Z
---	---	---

**50. EBD - Effective Bill Date**

Identifies the effective date to begin or cease billing when the billing date is different from the desired due date.

VALID ENTRIES:

<u>U.S. Standard</u>	<u>Metric Format</u>
Two Digit Month (01-12)	Two Digit Century (00-99)
Two Digit Day (01-31)	Two Digit Year (00-99)
Two Digit Century (00-99)	Two Digit Month (01-12)
Two Digit Year (00-99)	Two Digit Day (01-31)

Note 1: Metric date format may be used based on provider/customer negotiations.

USAGE: This field is optional.

DATA CHARACTERISTICS: 10 alpha/numeric characters (including 2 hyphens).

EXAMPLES: 

0	4	-	0	2	-	1	9	9	7
---	---	---	---	---	---	---	---	---	---

  

1	9	9	7	-	0	4	-	0	2
---	---	---	---	---	---	---	---	---	---

**Bill Section** (continued)

**51. BILLNM - Billing Name**

**Identifies the name of the person, office, or company to whom the customer has designated that the bill be sent.**

**USAGE:** This field is conditional.

**Note 1:** Required when the BAN (i.e., BAN1 or BAN2) field is “N”, otherwise optional.

**DATA CHARACTERISTICS: 25 alpha/numeric characters**

**EXAMPLE:**

X	Y	Z		C	O	R	P	O	R	A	T	I	O	N								
---	---	---	--	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--

**52. SBILLNM - Secondary Billing Name**

Identifies the name of a department or group within the designated BILLNM entry. May also be used to specify the end user customer as identified in field entry "SAN", Subscriber Authorization Number used by the customer in conjunction with billing its customer.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS: 25 alpha/numeric characters**

**EXAMPLE:**

A	C	C	O	U	N	T	S	R	E	C	E	I	V	A	B	L	E						
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--

**Bill Section** (continued)**53. TE - Tax Exemption**

Indicates that the customer has submitted a tax exemption form to the provider.

VALID ENTRIES:	<u>Entry</u>	<u>Exempt From</u>
	F	Federal
	S	State/Province
	C	County or Local
	M	Municipal
	A	F & S
	B	F & C
	K	F & M
	D	F, S & C
	E	F, S & M
	G	F, S, C & M
	H	S & C
	I	S & M
	J	C & M
	L	Letter on File
	N	Non Exempt
	P	S, C & M

USAGE: This field is conditional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: B

**Bill Section** (continued)

**54. EBP - Extended Billing Plan**

Identifies the request for establishing or removing installment billing of non-recurring charges that may be offered by a provider.

USAGE: This field is optional.

DATA CHARACTERISTICS: 6 alpha/numeric characters

EXAMPLES: 

Y					
---	--	--	--	--	--

  

I	B	4			
---	---	---	--	--	--

**55. STREET - Street Address**

Identifies the street of the billing address associated with the billing name.

USAGE: This field is conditional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 25 alpha/numeric characters

EXAMPLE: 

1	2	5		E		M	A	I	N		S	T	R	E	E	T									
---	---	---	--	---	--	---	---	---	---	--	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--

**56. FLOOR**

Identifies the floor for the billing address associated with the billing name.

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLE: 

3	2	
---	---	--

**Bill Section** (continued)

**57. ROOM**

Identifies the room for the billing address associated with the billing name.

USAGE: This field is optional.

DATA CHARACTERISTICS: 6 alpha/numeric characters

EXAMPLE: 

1	K	1	5	1	A
---	---	---	---	---	---

**58. CITY**

Identifies the city, village, township, etc. of the billing address associated with the billing name.

USAGE: This field is conditional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 25 alpha/numeric characters

EXAMPLE: 

L	I	V	I	N	G	S	T	O	N																
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**59. STATE - State/Province**

Identifies the two character postal code for the state/province of the billing address associated with the billing name.

USAGE: This field is conditional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 2 alpha characters

EXAMPLE: 

N	J
---	---

**Bill Section** (continued)

**60. ZIP CODE**

Identifies the zip code or postal code of the billing address associated with the billing name.

USAGE: This field is conditional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 10 alpha/numeric characters

EXAMPLES: 

0	7	0	3	9					
---	---	---	---	---	--	--	--	--	--

  

0	8	8	5	4	-	1	2	3	4
---	---	---	---	---	---	---	---	---	---

  

M	5	A		1	X	7			
---	---	---	--	---	---	---	--	--	--

**61. BILLCON - Billing Contact**

Identifies the name of the person or office to be contacted on billing matters.

USAGE: This field is conditional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE: 

J	A	N	E		T		D	O	E					
---	---	---	---	--	---	--	---	---	---	--	--	--	--	--

**Bill Section** (continued)**62. TEL NO - Telephone Number**

Identifies the telephone number of the billing contact.

USAGE: This field is conditional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 17 numeric characters (including 3 preprinted hyphens)

EXAMPLE: 

2	0	1	-	5	5	5	-	3	4	0	0	-	2	2	2	
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--

**63. VTA - Variable Term Agreement**

Identifies the duration, identifying USOC, contract date or contract identification number of any variable term agreement that may be offered by a provider.

USAGE: This field is optional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 17 alpha/numeric characters

EXAMPLES: 

3	6															
V	T	P	P	P												
0	8	2	0	8	9											
C	1	2	3	4	5											
3	6	1	0	9	1	4	8	9	B	L	K	H	0	0	0	1



**Contact Section**

**64. INIT - Initiator Identification**

Identifies the customer's representative who originated this request.

Note 1: This is the person who should be contacted if there are any questions regarding this request. Any authorizations of charges or changes are the responsibility of this person.

USAGE: This field is required.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE: 

J	O	H	N		S	M	I	T	H					
---	---	---	---	--	---	---	---	---	---	--	--	--	--	--

**65. TEL NO - Telephone Number**

Identifies the telephone number of the initiator.

USAGE: This field is required.

DATA CHARACTERISTICS: 17 numeric characters (including 3 preprinted hyphens)

EXAMPLE: 

2	0	1	-	9	8	1	-	3	5	0	0	-	2	2	6	2
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**66. EMAIL - Electronic Mail Address**

Identifies the electronic mail address of the initiator.

USAGE: This field is optional.

DATA CHARACTERISTICS: 60 alpha/numeric characters.

EXAMPLE:

Z	J	O	N	E	S	@	N	O	T	E	S	.	B	E	L	L	C	O	M	P	A	N	Y	.
C	O	M																						

**Contact Section** (continued)

**67. FAX NO - Facsimile Number**

Identifies the fax number of the initiator.

USAGE: This field is optional.

DATA CHARACTERISTICS: 12 numeric characters (including 2 preprinted hyphens)

EXAMPLE: 

9	0	8	-	3	3	6	-	2	9	8	0
---	---	---	---	---	---	---	---	---	---	---	---

**68. STREET - Initiator Street Address**

Identifies the initiator's street address.

USAGE: This field is required.

DATA CHARACTERISTICS: 25 alpha/numeric characters

EXAMPLE: 

1	3	2		E		M	A	I	N		S	T	R	E	E	T										
---	---	---	--	---	--	---	---	---	---	--	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--

**69. FLOOR**

Identifies the floor of the initiator's address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLE: 

3	2	
---	---	--

**Contact Section** (continued)

**70. ROOM/MAIL STOP**

Identifies the room or mail stop of the initiator's address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 10 alpha/numeric characters

EXAMPLE: 

1	K	1	5	1	A				
---	---	---	---	---	---	--	--	--	--

**71. CITY**

Identifies the city, village, township, etc. of the initiator's address.

USAGE: This field is required.

DATA CHARACTERISTICS: 25 alpha characters

EXAMPLE: 

P	I	S	C	A	T	A	W	A	Y																
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Contact Section** (continued)

**72. STATE - State/Province**

Identifies the two character postal code for the state/province of the initiator's address.

USAGE: This field is required.

DATA CHARACTERISTICS: 2 alpha/numeric characters

EXAMPLE:

N	J
---	---

**73. ZIP CODE**

Identifies the zip code or postal code of the initiator's address.

USAGE: This field is required.

DATA CHARACTERISTICS: 10 alpha/numeric characters

EXAMPLES:

0	8	8	5	4					
---	---	---	---	---	--	--	--	--	--

0	8	8	5	4	-	1	2	3	4
---	---	---	---	---	---	---	---	---	---

K	3	X		1	W	8			
---	---	---	--	---	---	---	--	--	--

**Contact Section** (continued)

**74. IMPCON - Implementation Contact**

Identifies the customer's representative or office responsible for control of installation and completion.

- Note 1: During installation, this is the customer contact who will be informed by the provider's installer when the end user requires activity other than that ordered by the customer (i.e., wants the circuit terminated in a room other than designated on the order).
- Note 2: To facilitate the ordering process, the identification of the company may be included with the representative's name as shown below in the example.
- Note 3: This is the contact to be used for completions, acceptance testing and other such related installation activity unless otherwise specified by provider/customer negotiations.

USAGE: This field is optional.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE: 

J	O	H	N		S	M	I	T	H		S	P	C	
---	---	---	---	--	---	---	---	---	---	--	---	---	---	--

**75. TEL NO - Telephone Number**

Identifies the telephone number of the implementation contact.

USAGE: This field is conditional.

- Note 1: Required when the IMPCON field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 17 numeric characters (including 3 preprinted hyphens)

EXAMPLE: 

2	0	1	-	9	8	1	-	3	5	0	0	-	3	5	8	7
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

### **Contact Section** (continued)

**76. PAGER - Pager Number**

**Identifies the pager number of the implementation contact.**

**USAGE:** This field is optional.

**DATA CHARACTERISTICS: 25 alpha/numeric characters**

**EXAMPLE:**

[illegible]

**77. ALT IMPCON - Alternate Implementation Contact**

**Identifies the customer's alternative representative or office responsible for control of installation and completion.**

**Note 1:** During installation, this is the customer's representative who will be informed by the provider's installer when the end user requires activity other than that ordered by the customer (i.e., wants the circuit terminated in a room other than designated on the order).

**Note 2:** To facilitate the ordering process, the identification of the company may be included with the representative's name as shown below in the example.

**Note 3:** This is the contact to be used for completions, acceptance testing and other such related installation activity unless otherwise specified by provider/customer negotiations.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 15 alpha/numeric characters

EXAMPLE: | A | N | N | | J | O | N | E | S | | M | F | S | |

**Contact Section** (continued)

**78. TEL NO - Telephone Number**

Identifies the telephone number of the alternate implementation contact.

USAGE: This field is conditional.

Note 1: Required when the ALT IMPCON field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 17 numeric characters (including 3 preprinted hyphens)

EXAMPLE: 

2	0	1	-	9	6	8	-	7	4	6	3	-	1	2	3	4
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**79. PAGER - Pager Number**

Identifies the pager number of the alternative implementation contact.

USAGE: This field is optional.

DATA CHARACTERISTICS: 25 alpha/numeric characters

EXAMPLE: 

1	-	8	0	0	-	2	2	2	-	1	2	3	4	-	0	0	0	0								
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--

**80. DSGCON - Design/Engineering Contact**

Identifies the representative of the customer or agent that should be contacted on design/engineering matters.

Note 1: If DSGCON represents a customer different from the CCNA, the Design Routing Code (DRC) field may be populated for proper DLR distribution.

USAGE: This field is optional.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE: 

J	O	H	N		S	M	I	T	H					
---	---	---	---	--	---	---	---	---	---	--	--	--	--	--

**Contact Section** (continued)

**81. DRC - Design Routing Code**

Identifies the customer location routing code for the transmission of the Design Layout Report for this request.

Note 1: The routing code represents the following information:

Company  
Street  
Floor  
Room  
City  
State/Province  
Zip Code

Note 2: When populated, this will be the first choice for routing the DLR.

Note 3: The codes are assigned by the provider.

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLE: 

A	N	3
---	---	---

**82. TEL NO - Telephone Number**

Identifies the telephone number of the design / engineering contact.

USAGE: This field is conditional.

Note 1: Required when the DSGCON field is populated, otherwise optional.

DATA CHARACTERISTICS: 17 numeric characters (including 3 preprinted hyphens)

EXAMPLE: 

2	0	1	-	9	8	1	-	3	5	0	0	-	3	5	8	7
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---



**Contact Section** (continued)

**83. FAX NO - Facsimile Number**

Identifies the fax number of the design / engineering contact.

USAGE: This field is optional.

DATA CHARACTERISTICS: 12 numeric characters (including 2 preprinted hyphens)

EXAMPLE: 

9	0	8	-	3	3	6	-	2	9	8	0
---	---	---	---	---	---	---	---	---	---	---	---

**84. EMAIL - Electronic Mail Address**

Identifies the electronic mail address of the design / engineering contact.

USAGE: This field is optional.

DATA CHARACTERISTICS: 60 alpha/numeric characters.

EXAMPLE:

Z	J	O	N	E	S	@	N	O	T	E	S	.	B	E	L	L	C	O	M	P	A	N	Y	.
C	O	M																						

**85. STREET - Street Address**

Identifies the street address for the design / engineering contact.

USAGE: This field is conditional.

Note 1: Required when the DSGCON field is populated, otherwise optional.

DATA CHARACTERISTICS: 25 alpha/numeric characters

EXAMPLE:

1	2	5		E		M	A	I	N		S	T	R	E	E	T								
---	---	---	--	---	--	---	---	---	---	--	---	---	---	---	---	---	--	--	--	--	--	--	--	--

**Contact Section** (continued)

**86. FLOOR**

Identifies the floor of the design/engineering contact's address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLE: 

3	2	
---	---	--

**87. ROOM/MAIL STOP**

Identifies the room or mail stop of the design/engineering contact's address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 10 alpha/numeric characters

EXAMPLE: 

K	-	1	5	1	A				
---	---	---	---	---	---	--	--	--	--

**88. CITY**

Identifies the city, village, township, etc. of the design/engineering contact's address.

USAGE: This field is conditional.

Note 1: Required when the DSGCON field is populated, otherwise optional.

DATA CHARACTERISTICS: 25 alpha characters

EXAMPLE:

P	I	S	C	A	T	A	W	A	Y																
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Contact Section** (continued)

**89. STATE - State/Province**

Identifies the two character postal code for the state/province of the design/engineering contact's location.

USAGE: This field is conditional.

Note 1: Required when the DSGCON field is populated, otherwise optional.

DATA CHARACTERISTICS: 2 alpha characters

EXAMPLE: 

N	J
---	---

**90. ZIP CODE**

Identifies the zip code or postal code of the design/engineering contact's address.

USAGE: This field is conditional.

Note 1: Required when the DSGCON field is populated, otherwise optional.

DATA CHARACTERISTICS: 10 alpha/numeric characters

EXAMPLES: 

0	8	8	5	4					
---	---	---	---	---	--	--	--	--	--

  

0	8	8	5	4	-	1	2	3	4
---	---	---	---	---	---	---	---	---	---

  

M	6	3		3	Y	7			
---	---	---	--	---	---	---	--	--	--

**Contact Section** (continued)

**91. REMARKS**

Identifies a free flowing field which can be used to expand upon and clarify other data on this form.

USAGE: This field is optional.

DATA CHARACTERISTICS: 160 alpha/numeric characters

EXAMPLE:

D	I	S	C		O	F		F	I	R	S	T		C	K	T		I	N		G	R	O	U	P

## ALPHABETIC/NUMERIC CROSS REFERENCE GLOSSARY LOCAL SERVICE REQUEST FORM

The following table is an alpha numeric cross-reference glossary of the LSR Form fields.

Field Abbreviation	Field #	Field Name
ACNA	49	Access Customer Name Abbreviation
ACT	14	Activity
ACTL	26	Access Customer Terminal Location
AENG	20	Additional Engineering
AFO	17	Additional Forms
AGAUTH	23	Agency Authorization Status
AI	27	Additional Point of Termination Indicator
ALBR	21	Additional Labor
ALT IMPCON	77	Alternate Implementation Contact
APOT	28	Additional Point of Termination
AUTHNM	25	Authorization Name
BAN1	46	Billing Account Number 1
BAN2	48	Billing Account Number 2
BI1	45	Billing Account Number Identifier 1
BI2	47	Billing Account Number Identifier 2
BILLCON	61	Billing Contact
BILLNM	51	Billing Name
CC	19	Company Code
CCNA	1	Customer Carrier Name Abbreviation
CHC	12	Coordinated Hot Cut
CIC	43	Carrier Identification Code
CITY (BILLNM)	58	City
CITY (DSG)	88	City
CITY (INIT)	71	City
CUST	44	Customer Name
DATED	24	Date of Agency Authorization
DDD	8	Desired Due Date
DDDO	9	Desired Due Date Out
DFDT	10	Desired Frame Due Time
DRC	81	Design Routing Code
DSGCON	80	Design/Engineering Contact
D/TSENT	7	Date and Time Sent
EBD	50	Effective Bill Date
EBP	54	Extended Billing Plan
EMAIL (DSG)	84	Electronic Mail Address
EMAIL (INIT)	66	Electronic Mail Address

# Local Service Request Form

Field Abbreviation	Field #	Field Name
EXP	16	Expedite
FAX NO (DSG)	83	Facsimile Number
FAX NO (INIT)	67	Facsimile Number
FLOOR (BILLNM)	56	Floor
FLOOR (DSG)	86	Floor
FLOOR (INIT)	69	Floor
IMPCON	74	Implementation Contact
INIT	64	Initiator Identification
LSO	30	Local Serving Office
LSP AUTH	40	Local Service Provider Authorization
LSP AUTH DATE	41	Local Service Provider Authorization Date
LSP AUTH NAME	42	Local Service Provider Authorization Name
LSR NO	4	Local Service Request Number
LST	29	Local Service Termination
NC	33	Network Channel Code
NCI	34	Network Channel Interface Code
PAGER (ALT IMPCON)	79	Pager Number
PAGER (IMPCON)	76	Pager Number
PG OF	6	Page of
PON	2	Purchase Order Number
PROJECT	11	Project Identification
REMARKS	91	Remarks
REQTYP	13	Requisition Type and Status
ROOM (BILLNM)	57	Room
ROOM/MAIL STOP (DSG)	87	Room or Mail Stop
ROOM/MAIL STOP (INIT)	70	Room or Mail Stop
RORD	37	Related Order Number
RPON	36	Related Purchase Order Number
RTR	18	Response Type Requested
SAN	39	Subscriber Authorization Number
SBILLNM	52	Secondary Billing Name
SC	5	Service Center
SCA	22	Special Construction Authorization
SECNCI	35	Secondary Network Channel Interface Code
SPEC	32	Service and Product Enhancement Code
STATE (BILLNM)	59	State or Province
STATE (DSG)	89	State or Province
STATE (INIT)	72	State or Province

# Local Service Request Form

Field Abbreviation	Field #	Field Name
STREET (BILLNM)	55	Street Address
STREET (DSG)	85	Street Address
STREET (INIT)	68	Street Address
SUP	15	Supplement Type
TE	53	Tax Exemption
TEL NO (ALT IMPCON)	78	Telephone Number
TEL NO (BILLNM)	62	Telephone Number
TEL NO (DSG)	82	Telephone Number
TEL NO (IMPCON)	75	Telephone Number
TEL NO (INIT)	65	Telephone Number
TOS	31	Type of Service
TSP	38	Telecommunications Service Priority
VER	3	Version Identification
VTA	63	Variable Term Agreement
ZIP CODE (BILLNM)	60	Zip Code
ZIP CODE (DSG)	90	Zip Code
ZIP CODE (INIT)	73	Zip Code

[illegible][illegible]

Section	INIT	TEL NO	FLOOR	ROOM/MAIL STOP	CITY	TEL NO	FAX NO	STATE	ZIP CODE	STREET	EMAIL
64	71	615				671		61	73		
74	71	715				716		72	73		
77	71	715				716		72	73		
81	71	812				813		81	81		
86	71	815				815		81	81		

[illegible]



(Insert Your Company Logo)

## Local Service Request

VI  
(12 98)

ADMINISTRATIVE SECTION		CCNA	PON	VER	LSR NO	SC	PG	OF
DTSNT	DDO	DDO	DDO	DDO	DDO	DDO	DDO	DDO
ACT SUP EXP AFO	RTR CC	AENG ALBR SCA AGAUTH DATED	AUTHNM	PROJECT	CHIC REQ TYP	AI		
APOT	LST	LSO	TOS	SPEC	NC	NCI	TSP	
SEC NCI	HPON	HOND	LSP AUTH	LSP AUTH DATE	LSP AUTH NAME	CIC		
SAN								
CUST								

BILL SECTION		B11	BAN1	B12	BAN2	ACNA	EBD	TE	EBP
BILLNM	SBILLNM								
STREET	FLOOR	ROOM	CITY	VIA	STATE				
ZIP CODE	BILLCON	TEL NO	TEL NO	EMAIL					

CONTACT INFO SECTION		INITIAL	TEL NO	FAX NO	STREET	STATE	ZIP CODE	PAGER	EMAIL
FLOOR	ROOM/MAIL STOP	CITY	TEL NO	FAX NO	STREET	STATE	ZIP CODE	PAGER	EMAIL
IMP/CON	ALT IMP/CON	TEL NO	TEL NO	FAX NO	STREET	STATE	ZIP CODE	PAGER	EMAIL
DSGCON	DRC	TEL NO	TEL NO	FAX NO	STREET	STATE	ZIP CODE	PAGER	EMAIL
FLOOR	ROOM/MAIL STOP	CITY	TEL NO	FAX NO	STREET	STATE	ZIP CODE	PAGER	EMAIL

REMARKS									